

Minutes of a meeting of the Debenham Parish Council Neighbourhood Plan Delivery Committee held on Tuesday, 13th February 2018 at 7.00pm at Dove Cottage, High Street, Debenham.

Present (members): Cllr S Palframan (Chairman), Cllr R Blackwell, Mr R Tallowin and Mrs D Bedwell (Clerk).

- 1. To receive apologies for absence:** Apologies were received from Cllrs J Baldwin and M Hammond.
- 2. To receive declarations of interest:** None received.
- 3. To approve the minutes of the meeting held 7th February:** It was resolved to approve the minutes as a true record of the meeting held.
- 4. To note progress made on the NPEC 12 point Action List,** including walk-in sessions arrangements: The Acton list was updated and actions delegated.
- 5. To receive update on actions agreed following the public meeting held 23 January 2018:**
 - a) Public Relations
 - b) Key Decision Makers
 - c) Technical Consultees
 - d) Site Inspection (Highways and Environment Agency)

Updates were received from those present on all the various points raised. The contents of the notices and boards / final versions were agreed and Mr R Tallowin would be organising the printing and collection. Mr Tallowin was thanked for all his hard work and timely circulation of information in preparation for the NP sessions.

- 6. To receive update on other related matters and agree any immediate actions:** Updates were received from members and a number of actions agreed. Cllr S Palframan would continue to look at the detail regarding infrastructure provision (taking into account community needs and desires); Cllr S Phipps to continue liaising with schools.
- 7. Consultation log update:** The up to date version had been circulated to members ahead of the meeting and was briefly discussed.
- 8. Matters for addition on the next agenda:** Any additions to be forwarded to the Clerk. It was noted the DLC used to have some very good photos of previous flooding in Debenham. These could be used for the public sessions as well. Clerk to check with the DLC that seating/table arrangements would be in place, as well as the projector (as there were eight boards, eight large tables would need to be organised in the agreed order.

Work to continue on Locality funding bid; feedback from public presentations to be gathered and compiled for the next meeting; attendance at both events to be confirmed by other councillors.

9. Date of next meeting: 28 February 2018 (following public consultations).

With no further matters to be transacted, the meeting ended at 7.25pm.